

Cubanana Booking Form

1. Contact Cubanana. (Email: cubanana@att.net. Tel: 570-421-3664.) Include town and state with your inquiry, so Cubanana can refer you to the proper booking organization.
2. If Cubanana informs you that no organization covers your location, please provide Cubanana with the following information via fax or email. Fax: 570-421-3764.

School or Organization Information:

Institution's Name: _____

Address: _____

School Telephone: _____

School Fax: _____

Principal or Director's Name: _____

Website: _____

Emergency School Closing Info: _____

Person handling the booking, "Purchaser"

Name: _____

Title (e.g. Teacher, PTA President): _____

Work Tel: _____

Home Tel (optional): _____

Emergency Tel/Cell: _____ *(For early morning or evening arrivals.)*

Email Address: _____

Program Information:

Assembly, quantity: _____ *(250 students max per assembly)*

Workshop, quantity: _____ *(Attendees are required to have SEEN assembly. 25 student limit per workshop.)*

Residency, describe: *(Include number of days, & curriculum objectives. 25 student limit per class. 4 classes per day.)*

Reason for booking: _____ (e.g. Foreign Language Month)

Objective: _____ (e.g. cultural appreciation, __ standard).

Date(s) requested: _____ (Give options)

Time(s): _____ (Each session is 45 minutes. Please indicate if another time length is desired. Secondary schools with short periods are advised to block double periods for assemblies since it takes 10-15 minutes for students to arrive in auditorium. Very important in planning: Artist needs time in space before and after program: 60-90 minutes prior to and 45-60 minutes after assembly, 20-25 minutes before and after workshops. Generally no classes should be in process in the space during artist setup and strike.)

Grades participating: _____ (indicate for each period)

Location(s) of event: _____ (e.g. cafeteria)

Building Details:

Stairs: _____ (quantity of steps from car to performance space)

Unloading: _____ (can Artist unload near performance space?)

Parking: _____ (Indicate: ample spaces, street parking, space reserves, parking near/far from loading area)

Fax or Email this form to Cubanana:

Fax: 570-421-3764

Email: cubanana@att.net